



Chart Review Guidelines

Montana Immunization Information System

Purpose: The purpose of a chart review is to verify patients' immunizations are being properly imported into imMTrax - Montana's Immunization Registry.

A listing of patients who received immunizations from your organization within a set timeframe is needed. Typically, we ask for two weeks' worth of data, however; this is subjective to how many immunizations are given by an organization. The goal is to identify patterns so small organizations may require a month's worth of data while a large organization may require only one week's worth of data.

Since imMTrax is a birth-to-death registry, please include patients of all ages from all sites sending immunization information via the interface. The information needed is:

- Patient's name
- Patient's birthdate
- Vaccine
- Vaccine administered date
- Quality Reviewer's contact information*

Please be sure to document the procedure used to obtain this information because we will complete a chart review prior to going live, soon after going live, 6 months, and yearly.

*Quality Reviewer: a person within the organization who will communicate data quality issues to the data entry staff. Ideally, this person should have the authority to change workflows if need be.